

**Delaware Homeland Security Terrorism Preparedness Working Group**  
**Delaware Emergency Management Agency**  
**Meeting Minutes**  
**November 14, 2011**

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
  - a. Meeting Notice & Agenda
  - b. DHSTPWG Meeting Minutes from October 17, 2011
  - c. Training and Exercise Subcommittee Meeting Minutes from November 2, 2011
  - d. Homeland Security Grant Program Breakdown by Discipline by Grant Year
2. October 17, 2011 minutes were reviewed and approved. (**Motion: Colonel Dallas Wingate; Second: Allen Metheny – Passed Unanimously**)
3. **Old Business**
  - a. **Communication Interoperability**
    - 1) ***Interoperable Emergency Communications Grant Update*** – Beth Moran briefed that The Statewide Communication Interoperability Plan (SCIP) Implementation Report has been updated and submitted to Office of Emergency Communications (OEC) on Oct 31. The group is awaiting further information regarding the next submission from OEC. The Tactical Interoperable Communications Plan (TICP) was submitted and final approval of the TICP is expected next month.
  - b. **Subcommittee Reports**
    - 1) ***Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee*** – (Secretary Lewis Schiliro, Chairman) – Sandra Alexander provided an update on RMAAT (on behalf of Bryant Baker who could not be at the meeting): RMAAT will be tested in the State Network -- November 21, 2011. Per Director Turner's direction, the following information concerning RMAAT-RID is provided. The information comes from an email sent to Mayor Carleton Carey from Bryant Baker (November 10, 2011 at 8:45) on the status of the projects.
      - Prowatch software is loaded on the servers, laptop, and Desktop for RID.
      - Advantech is working on loading the dropdown tables to complete the application setup. Servers will then be ready to move to Capital Police for final patches week of November 28<sup>th</sup> before being installed at the Biggs Data Center.
      - Received approval from Secretary of State to use the State Seal on the badges and Advantech is in the process of adding it to the application.
      - Geo Decisions finishing "fixes" in the RMAAT application.
      - DTI completed pre-installation testing on November 10 at GeoDecisions.
      - RMAAT application deployment in DTI Environment started today (November 14).
      - RMAAT testing in the State's network to begin November 21.

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2) ***Training and Exercise*** – The T&E subcommittee held a meeting on November 2, 2011 at the Delaware State Fire School in Dover. Minutes of the meetings were provided to the Working Group. The following training requests were approved: Sending two KEMS member to the National Hurricane Conference (\$3,345.00), sending three SEMS members to the National Hurricane Conference (45596.00), sending three Incident Management Team members to the 2011 AHIMT Education Conference (\$5,367.00), sending three Crisis Negotiators to Advanced Crisis Negotiation Training (\$5,220.00). Robert Pflaumer briefed the DE T&EPW final draft was approved. The draft outlines courses and exercises for FY2012. Discussion was held on reallocating AG funding (FY07-\$16,000.00) for Large Animal Rescue or for Farm Rescue to the General Training Fund. Reallocating would allow other disciplines to move forward with the animal rescue endeavors. The reallocation was tabled pending coordination with Mark Davis (AG).

4. **New Business:**

- a. **Decision on RMAT/Responder ID** – Director Turner asked if the group was prepared to make a decision on the future of the RMAT/Responder ID projects. Jen Dittman noted delivery of two completed projects would be accepted based on contractual obligations. However, a decision regarding future expansion, re-scoping, or stopping the projects, was tabled pending information on what is being delivered, and the subsequent costs of sustaining the systems in light of anticipated reductions in funding. **(Motion: Allen Metheny; Second: Colonel Wingate-- Passed Unanimously.)**
- b. **Homeland Security Grant Program (HSGP)** – Jen Dittman briefed the FY2007 SHSP Grant expires on 12/31/11. DEMA has applied for an extension of the grant; for this grant, it would be the final extension (6/30/12). The Working Group was provided the status of HSGP projects by discipline and grant year. LaRissa Guess was introduced as the POC for Sub-grants.
- c. **FY11 State Preparedness Report (SPR)** – Jen Dittman noted that scheduling and technical issues resulted in the delay of delivering the SPR results to the Working Group by November 14, 2011. The deadline for delivering the SPR to FEMA is December 31.
- d. **Funding Subcommittee** – The subcommittee will be the composed of the current discipline leads to include Dallas Wingate (DNG), Biff Newnam (T&E), and Bob George (CCP). Open meeting rules will apply to the subcommittee. DEMA representatives will work with the committee but will not participate in any vote of the Subcommittee.
- e. **DHSTPWG Chairman Comments** – On November 16, 2011, an audit will be conducted for program compliance: a comparison of agency versus DEMA paperwork, disbarment, and single point audit are the likely focus of the visit. The Federal Office of Management

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and Budget is monitoring expenditures of disaster funding closely and is concerned about the number of extensions related to the Homeland Security Grant Program. It is likely that the number of extension will be reduced.

5. The meeting adjourned at 2:45 p.m.

**Next Meeting - the next meeting is scheduled for December 12, 2011 at 1:30 p.m. - DEMA Training Room.**

A handwritten signature in black ink, appearing to read "James E. Turner, III". The signature is fluid and cursive, with a long horizontal stroke at the end.

JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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<b>MEETING ATTENDANCE ROSTER</b>	
<b>Name</b>	<b>Agency</b>
<b>Voting Members</b>	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police
Dallas Wingate	Delaware National Guard
Carleton Carey	Delaware League of Local Governments
Steven Martin	Delaware Fire Service
Absent	Council on Police Training
Dave Carpenter	NCC Emergency Management
Colin Faulkner	KC Emergency Management
Absent	Wilmington Emergency Management
Charles Stevenson	SC Emergency Management
Dwayne Day	Public Works
Suzanne Raab-Long	DE Healthcare Association
Nicole Quinn	DHSS, Division of Public Health
Ellen Malenfant	DNREC
Absent	Public Safety Communications
Eric Huovinen	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Bob George	Citizen Corps
<b>Working Group Members &amp; Guests</b>	
Thomas Ellis	Department of Justice
Mike Chionchio	Office of the State Fire Marshal
Joe Wessels	Delaware League of Local Governments
J. Allen Metheny	Delaware Volunteer Fireman's Association
<b>Delaware Emergency Management Agency Staff</b>	
Jennifer Dittman	Terrorism Preparedness Supervisor
Bob Pflaumer	Training Administrator
Jim Cubbage	NIMS/IMT Coordinator
Tony Lee	Principle Planner
Beth Moran	Planner
Will Hayes	Planner
David Johnson	Technical Assistance Coordinator
LaRissa Guess	Technical Assistance Coordinator